

## MINUTE RECORD

<b>MICHIGAN DEPARTMENT OF COMMUNITY HEALTH/OFFICE OF DRUG CONTROL POLICY (MDCH/ODCP) STRATEGIC PREVENTION FRAMEWORK/STATE INCENTIVE GRANT (SPF/SIG)</b>	
WORKGROUP NAME:	State Epidemiology Workgroup (SEW)
CLUSTER NUMBER:	N/A
DATE:	Friday, September 19, 2008
TIME:	9:00 – 10:20 a.m.
LOCATION:	GOB; Dimondale, MI
CO-LEADERS:	Corrine Miller
RECORDER:	Brenda Stoneburner

### INTENDED MEETING OUTCOME

1. Updates on items, including Logic Model Expansion Workgroup and MiPHY Marketing Group

#### KEY POINTS – DRAFT SUMMARY (NOT REVIEWED BY WORK GROUP)

THIS SECTION IS THE NARRATIVE OF YOUR MEETING. PLEASE DESCRIBE IN DETAIL WHAT HAPPENED DURING THE MEETING AND THE KEY POINTS ADDRESSED. REMEMBER, THESE NOTES ARE A COMMUNICATION TOOL. PLEASE MAKE SURE OTHERS NOT AT THE MEETING CAN GET A CLEAR SENSE OF WHAT OCCURRED.

Welcome and introductions. Minutes of the 8/11/08 Conference Call meeting were moved to be approved by Marie; seconded by Kristy. Accepted by group, as well as agenda for this meeting.

#### Update on Items from Previous Meeting:

- Listing of identified “Useful Documents to Re-Send” developed by the SEW as well as two data web links for traffic crashes and the MiPHY reviewed. Modifications made to one document in reference to the name in order to make it more explanatory.

#### Items New/Continuing:

- Logic Model Expansion:

Joel gave an overview of changes the workgroup has made to the initial Logic Model, which included column placement and adding a Talking Point Introduction and definitions. There is a desire to have the Logic Model be linked to specific websites that would be useful, and the SEW members were encouraged to insert such items into the document when received. The Workgroup (comprised of Joel, Lisa, Kori and Marie) see this document as the ‘hub’ and as being valuable for the communities to own the information they are able to gather as a result. Joel will email the document as it stands now to the group on September 22<sup>nd</sup>, and members are asked to review, identify and insert web links they are familiar with as helpful, and provide any other feedback on the Talking Points and definitions to Joel by October 3<sup>rd</sup>. Anticipate SEW reviewing document at October meeting, and forwarding on to SAC for approval.

- MiPHY Marketing:

Kim gave an update on the MiPHY Marketing group that met on August 28<sup>th</sup> and comprised both SEW and Coalition Workgroup members. A productive meeting, and some changes have been able to be made already as a result of input from the group (for example, have added average age of onset of use, by county, information has been run and added to the MiPHY website by gender and grades 7, 9, and 11. The next meeting will be October 9<sup>th</sup>. Kim also gave an overall update on MiPHY, including a Local Level Needs Assessment Tool to Support Coordinating School Health document and surveillance update.

Additional Items/Next Steps:

ACTION			
<p>■ THE ACTION ITEMS ARE SIMILAR TO YOUR TASKS. ALL ACTION ITEMS MUST BE IN LINE WITH THE TPCI MODEL.</p> <p>■ IN THE FIELD “ACTION ITEM” PLEASE DESCRIBE FROM YOUR MEETING WHAT ACTION WILL BE TAKEN. IN THE FIELD “RESPONSIBLE,” PLEASE INDICATE WHO IS RESPONSIBLE FOR THAT ACTION. IN THE “DEADLINE” FIELD, PLEASE LIST THE DEADLINE FOR THE ACTION TO BE COMPLETED. IN THE “PROGRESS AND FOLLOW-UP ACTIONS” COLUMN, PLEASE TRACK THESE ACTION ITEMS OVER TIME.</p> <p>■ FOR EACH ITEM YOU LIST, YOU SHOULD DESCRIBE WHAT SHOULD HAPPEN (IN THE “ACTION ITEM” FIELD), &amp; WHAT ACTUALLY HAPPENED, (IN THE “PROGRESS AND FOLLOW-UP” FIELD). ALSO, INDICATE WHEN YOU COMPLETE THE ACTION ITEM.</p>			
ACTION ITEM	RESPONSIBLE	DEADLINE	PROGRESS AND FOLLOW-UP ACTIONS
1. Interdepartmental meeting with DOE, LPHA, and ODCP on how to better facilitate connection with CEW activity	Brenda will follow up with Larry and Carolyn		On-going. Meeting not yet scheduled.
2. CW/SEW Workgroup on MiPHY collaboration	Jill, Kori and Joel will represent SEW on this workgroup		On-going. Updates on August meeting provided as outlined in minutes
3. Logic Model Expansion Workgroup	Joel will continue to facilitate group and communicate with Dianne P., CUAD Chair.		Logic Model Template Draft and Talking Points were verbally presented at meeting
<ul style="list-style-type: none"> <li>Joel will send electronic version of document developed to SEW</li> <li>SEW members to review and</li> </ul>		September 23 <sup>rd</sup>  Provide feedback to Joel by 10/3	

<p>provide feedback to Joel on Talking Points, definitions, and any web links they are familiar with for discussion at October meeting</p> <p>4. Useful Documents to re-distribute</p>	<p>Brenda will make changes to document as referenced in meeting and re-send to SEW members</p>	<p>Make changes and re-send to SEW 9/22</p>	
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WORKGROUP OVERLAP		
<p>■ PLEASE LIST ANY ACTION ITEM, KEY POINT, OR MEETING OUTCOME (FROM ABOVE TABLES) THAT WILL AFFECT ANY OTHER WORKGROUP OR CLUSTER.</p> <p>■ LIST ANY DECISION, INFORMATION, POSITION, ETC., THAT YOU NEED FROM OTHER WORKGROUPS OR CLUSTERS.</p> <p>■ RECORDS OVERLAP AMONG WORKGROUPS EVEN IF THE WORKGROUPS ARE IN THE SAME CLUSTER.</p>		
OVERLAPPING GROUPS (PLEASE LIST ALL GROUPS)	OVERLAPPING ISSUE	COMMUNICATION STRATEGY AND OTHER ACTIONS TAKEN TO RESOLVE OVERLAP
I.G.	Need for Interdepartmental meeting with DOE, LPHA, and ODCP on how to better facilitate connection with CEW activity	Brenda will re-identify need to Carolyn and Larry
CUAD	Logic Model expansion	Joel and Dianne will communicate directly; cc'ing Brenda, Tine and Carolyn on correspondence
CW	MiPHY Marketing/PR Plan workgroup	Byron Doty, DOE, will be asked to cc Carolyn and Brenda on correspondence/ communication

<b>RESEARCH &amp; TECHNICAL ASSISTANCE REQUESTS</b>
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| <ul style="list-style-type: none"><li>■ PLEASE LIST EVERY REQUEST FOR RESEARCH, TRAINING, OR TECHNICAL ASSISTANCE HERE. PLEASE ALSO RECORD ALL ACTIONS TAKEN TO MEET THIS REQUEST. FOR EXAMPLE, YOUR REQUEST FOR RESEARCH MAY BE “NEED RESEARCH ON THE USE OF RISK ASSESSMENTS AT FIA.” THE ACTION ITEM WOULD BE “GATHERING RESEARCH ON RISK ASSESSMENT FROM FIA.” ANOTHER ACTION ITEMS MAY BE “JIM NYE GAVE A PRESENTATION ON THE RISK ASSESSMENTS USED BY FIA.”</li><li>■ NOTE THE REQUEST FOR RESEARCH IN THE “REQUEST FIELD.” NOTE WHO YOU ARE CONTACTING TO MEET THIS NEED IN THE “TO WHOM” FIELD. NOTE ANY FOLLOW UP ACTION TAKEN IN THE “ACTION TAKEN” FIELD.</li><li>■ PLEASE BE VERY CLEAR ABOUT WHAT IS NEEDED AND WHAT WAS DONE TO MEET THAT NEED.</li></ul> |
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REQUEST	TO WHOM	ACTION TAKEN

<b>NEXT MEETING</b>	
DATE:	OCTOBER 17, 2008
TIME:	9:00-10:20 A.M.
LOCATION:	GOB; DIMONDALE, MI

<b>ANY ADDITIONAL COMMENTS?</b>
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<b>ATTENDANCE</b>			
PLEASE LIST EVERY MEMBER FOR EVERY MEETING REGARDLESS OF ATTENDANCE. PLEASE PUT “YES” IF THE PERSON ATTENDED THE MEETING AND “NO” IF THE PERSON WAS ABSENT. LIST EACH GUEST THAT ATTENDED THE MEETING.			
<b>MEMBERS’ AND GUESTS’ NAMES</b>	<b>ORGANIZATION</b>	<b>WORKGROUP AFFILIATION</b>	<b>HERE? Yes/No</b>
<b>Amy Murawski/Kristy Bitterman/Jean Wagerly/</b>	Saginaw Co. Dept. of Public Health (P.H.)	Member	Yes
Phil Chvojka	ODCP	Member	No
Jill Worden	Riverhaven CA	Member	Yes
Garry Goza	MDCH-HIV/STD EPI	Member	No
Marie Hansen	Prevention Network (PN)	Member	Yes
Merrilee Keller	Pathways	Member	No
Achilles Malta	Kalamazoo CMH	Member	Yes
Corinne Miller	MDCH- EPI	Member- Chair	Yes
Marci Scalera	Livingston-Washtenaw CA	Member	No
Larry Scott	ODCP	Member- Co-Chair	No
Joel Hoepfner	Mid South	Member	Yes
Brenda Stoneburner	ODCP	Member-ODCP Staff Liaison	Yes
Theresa Webster	SEMCA	Member	No
Herb Winfrey	Connexion, Inc	Member	No
Kori White-Bissot	Lakeshore CA	Member	Yes
Eva Petosky/Linda Woods	Inter Tribal Council	Member	No
Kim Kovalchick	Dept. of Ed.	Member	Yes
Jim O’Neil	Madonna College MDOE	Member	No
Lisa Faulkner	Oakland County Health Div.	Member	No
Tine Laux	Prevention Fellow	Member	No
Pietro Semifero	OHSP	Member	No
Lisa Coleman	Genesee	Guest	Yes
Lori Cameron	DCH EPI	Guest	Yes